



# Safety Policy Handbook

Coughlin Printing Group

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## SAFETY POLICY STATEMENT

### Summary

The personal safety and health of each employee within Coughlin Printing Group is of primary importance.

Coughlin Printing Group is committed to providing a safe work environment for all staff. Management will ensure the implementation of this program by dedicating time and resources to comply with all present and future safety & health codes and regulations. We want each employee to have a safe and productive work setting and return home each day to family and friends free from injury.

In fulfilling this commitment, we will provide and maintain a safe and healthful work environment. We will strive to eliminate any foreseeable hazards, which may result in personal injuries/illnesses, fires, security losses, and/or damage to property.

All activities will be conducted in accordance with the Department of Occupational Safety and Health Administration (OSHA).

Coughlin Printing Group will provide adequate training, proper equipment, and develop safe work procedures and practices to assure all activities will be performed safely and efficiently.

## Management Responsibilities

The responsibility for implementing this policy is management's. However, Coughlin Printing Group expects its staff and supervisory personnel to share and champion these goals.

Supervisors are responsible for the safety of their employees, and as part of their daily duties, must check the workplace for unsafe conditions, watch employees for unsafe actions, and take prompt action to eliminate any hazards. They are trained and expected to be leaders, setting a proper example by showing dedication and support in compliance with all policies, laws, rules & regulations, and common sense. All leaders should create an atmosphere that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. Leaders are responsible for implementing systems and programs that convey the company's safety philosophy to employees.

### Managers Will:

- ❶ Implement the safety and health program and ensure that the program remains successful and effective in practice.
- ❷ Appoint a Safety Officer to enforce, oversee, and maintain the safety program.
  - a. The Safety Officer should inspect the work areas on a routine basis. All deficiencies are to be documented with determined corrective actions.
  - b. Where applicable, develop and close out corrective actions for identified deficiencies in a timely manner.
- ❸ Ensure that sufficient employee time, supervisor support and funds are budgeted for safety equipment and training to carry out the safety program.
- ❹ Evaluate employees each year to make sure they are carrying out the responsibilities as described in this program.
- ❺ Make sure that incidents are fully investigated and corrective action is taken to prevent the hazardous conditions or behaviors from happening again.
- ❻ Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
- ❼ Set a good example by following established safety rules and attending training.
- ❽ Make subcontractors aware of the importance of complying with the company's safety policies.
- ❾ Acknowledge and reward safe practices.
- ❿ Ensure that each employee has received an initial orientation of the Safety Policy before beginning work.
- ⓫ Make certain that each employee is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
- ⓬ Take care that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
- ⓭ Perform routine walk-around safety checks of the work area. Promptly correct any hazards found.
- ⓮ Observe the employees working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee behaviors.
- ⓯ Enforce all safety rules.

# Employee Responsibilities

We encourage all employees to continually be committed to safety, to show leadership by setting good examples, and to actively participate in identifying ways to make Coughlin Printing Group a safer place to work.

All employees are responsible for performing their jobs in accordance with the established facility safety rules, regulations, and procedures. Employees should treat safety as one of their most important job responsibilities, watching for potential hazards, and thinking about what could go wrong before it goes wrong.

## DO

- ⦿ Comply with all safety signs, rules, and regulations described in this program.
- ⦿ Report all near-miss incidents to your supervisor promptly.
- ⦿ Incorporate safe practices into all activities.
- ⦿ Attend and participate in safety meetings in their own department.
- ⦿ Always use personal protective equipment (PPE) where it is required.
- ⦿ Maintain proper PPE in good working order.
- ⦿ Operate equipment safely.
- ⦿ Report all equipment damages or failure to your supervisor immediately.
- ⦿ Talk to management about problems that affect your safety or working conditions.
- ⦿ Make suggestions to your supervisor or management about changes you believe will improve employee safety.

## DO NOT

- ⦿ Do not remove or defeat any safety advice or safeguard provided for employee protection.
- ⦿ Do not operate equipment you are not trained or qualified to operate.

The following are general safety rules and regulations that have been established to help make Coughlin Printing Group a safe and efficient place to work.

Failure to comply with these rules may result in disciplinary action.

1. Report all injuries or incidents to your supervisor immediately (within 8 hours) regardless of severity, including ergonomic/cumulative trauma issues.
2. Any unsafe act or condition must be reported immediately to your supervisor.
3. Always use proper body mechanics when lifting.
4. Use good housekeeping practices in and around workstations. Keep debris, cords, loose paper, etc. off the floor.
5. Keep drawers of desks and file cabinets closed when not in use. Only one drawer or file cabinet should be open at a time in order to prevent tipping over.
6. Shelves will be stacked in a way that prevents heavy objects from falling off.
7. Do no overload shelves!
8. Keep aisle ways and fire extinguishers clear of blockage and equipment.
9. Do not place broken or sharp objects in the waste paper containers.

10. Alcohol, weapons, and illegal drugs are not allowed on any company property.
11. All secondary chemical containers such as cleaning bottles and fuel or solvent containers must be labeled clearly with the name of the material and appropriate hazard warnings.
12. Food and beverages are not allowed in work areas where hazardous chemicals are in use.
13. Horseplay, scuffling, fighting, or similar inappropriate behavior is prohibited.
14. Aisles and emergency exits must not be blocked for any reason.

## **Disciplinary Policy**

Discipline for safety violations will follow the company guidelines as detailed in the Employee Handbook. An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

## **New Employee Training**

The supervisor must orient new employees to on-the-job health and safety requirements including those who are new to a location as they relate to the job being performed. This must take place before the employee is allowed to do the work.

### **Components of Orientation**

- Total description of the company's Safety and Accident Prevention Program
- Safety programs, policies, and rules applicable to the job
- Recognizing hazards of the workplace
- Procedures on how to report hazards and accidents
- Proper lifting techniques
- Ergonomics in the office and operations
- Use of tools, equipment, and procedures necessary to carryout work assignments safely and efficiently
- Housekeeping procedures
- Fire protection and emergency evacuation, including evacuation and actions to take in the event of a fire alarm
- Locations, types, and use of fire extinguishers
- Emergency numbers
- First Aid kit locations and training
- Driver training (if driving company vehicle)
- Purpose and techniques for use of any personal protective equipment (PPE)
- Material handling
- Hazardous communication
- Electrical hazards
- Ladder
- Lockout/tag out
- Emergency preparedness
- Workplace violence

# Emergency Action Plan

# EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) is in place to ensure employee safety from fire and other emergencies. It provides a written document detailing the actions and procedures to be followed in case of an emergency.

At the time of an emergency, employees should know what type of an evacuation is necessary and what their role is in carrying out the plan. In some cases where the emergency is very grave, total and immediate evacuation is necessary.

In other emergencies, a partial evacuation of some employees with a delayed evacuation of others may be necessary. In some cases, only those employees in the immediate area of the emergency may be expected to evacuate or move to a safe area.

Employees ensure that they know what is expected of them in all emergency possibilities.

This Emergency Action Plan includes the following:

- ⦿ Procedures for reporting an emergency
- ⦿ Procedures for emergency evacuation, including type of evacuation and exit routes
- ⦿ Procedures for non-evacuated employees to shut down critical equipment before they evacuate
- ⦿ Procedures to account for all employees after evacuation
- ⦿ Procedures for employees performing rescue or medical duties
- ⦿ Employee contact information and assigned emergency duties

## Safety Center

Each location has a 'Safety Center' located next to the office door. Each safety center is clearly marked and includes the following items:

- ⦿ First aid kit
- ⦿ SDS binder for all chemicals used in that location
- ⦿ Injury reporting binder
- ⦿ Lock-out/Tag out instructions for each piece of equipment
- ⦿ Emergency Action Plan book
- ⦿ Air Horn for Fire Alarms

## Steps to Follow in an Emergency

1. **ASSESS** – In the event of a perceived emergency you should ASSESS the situation to determine if it is indeed an emergency.
2. **PROTECT** – You are no help if you are not safe! Before you decide to act, make sure your current situation is as safe as possible.
3. **REPORT** – As soon as you are able, report the emergency to the appropriate authorities.
4. **RESPOND** – Respond with appropriate action for the emergency.



## Assess

### What Is A Workplace Emergency?

A workplace emergency is an unforeseen situation that threatens employees, customers, or the public; disrupts or shuts down operations; or causes physical or environmental damage. Emergencies may be natural or manmade and may include the following:

- ⦿ Floods, hurricanes, tornadoes, ice storms and other natural menaces
- ⦿ Fires
- ⦿ Toxic gas releases
- ⦿ Chemical spills
- ⦿ Radiological accidents
- ⦿ Explosions
- ⦿ Civil disturbances
- ⦿ Workplace violence resulting in bodily harm and trauma
- ⦿ Robberies

If your situation is indeed an emergency, plan to take the appropriate action guided by this document. All situations that may or may not be emergencies should be reported to your immediate supervisor or Manager as soon as possible. The supervisor will help to determine if the situation is an emergency and what the proper response should be.

## Protect

If your current situation is not safe, you need to protect yourself. Sometimes that simply means getting to cover or hiding. But in most cases, the safest thing to do will be to evacuate.

### Emergency Evacuation Procedure:

All employees are to proceed to the nearest available and safe exit and leave the building as quickly as possible in the event of a fire or other emergency that requires an evacuation to achieve safety.

All personnel are to be made aware of any employees with disabilities that may need extra assistance, and of hazardous areas to be avoided during emergencies.

Before leaving the building, the Manager should check the restrooms and other enclosed spaces in the work place for employees who may be trapped or otherwise unable to evacuate the area.

All machine operators must power down their machines before exiting if doing so does not create a hazard for the employee.

No employee is permitted to re-enter the building until after determination has been made that such re-entry is safe. Determination of safety for re-entry is to be made by the police or fire official in charge of the scene or the Manager.

#### **Lowville Office Rally Point:**

- ⦿ ALL EMPLOYEES ARE TO PROCEED TO THE PARKING LOT ON SHADY AVENUE ADJACENT TO ADIRONDACK TAX CONNECTION

#### **Watertown Office Rally Point:**

- ⦿ ALL EMPLOYEES ARE TO PROCEED TO THE PARKING GARAGE ON COURT STREET ADJACENT TO STREAM BUILDING

### Employee Head Count:

Procedures have been established for all evacuation routes and rally points. These points are designated on each posted work area escape route.

The Person In Charge (supervisor or Manager) must conduct a head count once the evacuation has been completed. Each employee is responsible for reporting to the P.I.C. so that an accurate head count can be made. The fire department is to be notified immediately of any employee that is not accounted for.

**All of the machines, tools, furniture and other office supplies can be replaced, but a life cannot!**

## Report

As soon as you are sure that you are not in immediate peril, you need to report the emergency to get help as quickly as possible.

### Emergency Reporting

1. **Assess the urgency of the situation.** Make sure the situation is genuinely urgent. Call for emergency services if you believe that a situation is life threatening or otherwise extremely disruptive. Here are some genuine emergencies you should report:
  - ⦿ A crime, especially one that is currently in progress
  - ⦿ A fire
  - ⦿ A life-threatening medical emergency that requires immediate attention
  - ⦿ A car crash
2. **Call emergency services. 911.**
3. **Report your location.** The first thing the emergency dispatcher will ask is where you are located, so the emergency services can get there as quickly as possible. Give the exact street address.
4. **Give the dispatcher your phone number.** This information is also imperative for the dispatcher to have, so he or she is able to call back if necessary.

5. **Describe the nature of the emergency.** Speak in a calm, clear voice and tell the dispatcher why you are calling. Give the most important details first, then answer the dispatcher's follow-up questions as best you can.
  - ❖ If you're reporting a crime, give a physical description of the person committing the crime.
  - ❖ If you're reporting a fire, describe how the fire started and where exactly it is located. If someone has already been injured or is missing, report that as well.
  - ❖ If you're reporting a medical emergency, explain how the incident occurred and what symptoms the person currently displays.
6. **Follow the dispatcher's instructions.** After the dispatcher has gathered all the necessary information, he or she may tell you to assist the person or people in need. You may receive instructions on how to give emergency medical treatment, such as CPR. Pay careful attention, and do not hang up the phone until you are instructed to do so. Follow the instructions you are given.

## Respond

Each emergency requires a different response. Following are some specific situations with some suggested responses. Each emergency is unique. This guide is not intended to be an all-inclusive list of steps to follow, but a guide to help you think through the appropriate types of responses to various emergencies.

### Performing Medical Duties

During an emergency all employees should be able to perform basic first aid to any injured parties. However unless there is specific training in medical procedures it is best to have professional help for severe injuries. If it is safe to do so, employees may help to make the injured person comfortable, administer first aid, and wait until professional help arrives.

### Performing Rescue Duties

In the event of an emergency where someone is trapped or severely injured, the standard procedure is to not move the person. Moving them may cause other injuries or aggravate current injuries. An injured person is to be moved only if there is imminent danger of further injury or death if they remain where they are. When possible it is best to wait for professional help to ensure the safety of everyone. If it is safe to do so, Employees may help to make the injured person comfortable, administer first aid, and wait until professional help arrives.

### Closing Due to State of Emergency

During extreme weather or other emergency events, there will usually be alerts with travel bans. These can include; extreme or violent weather events, flooding or other emergencies that will necessitate an unscheduled closing. In this event the following protocols must be implemented.

- ⦿ Contact the manager or assistant manager to inform them of the situation. The manager will decide if closing is necessary.
- ⦿ All computers, copiers and cash registers and other machinery should be powered down unplugged or plugged into a surge protector that is switched off.
- ⦿ Any cash and/or credit card receipts must be locked in the register for security.
- ⦿ Post a sign on the door informing customers of the closing.
- ⦿ Turn out all lights and check windows for security.
- ⦿ Lock all doors securely, exit the building as a group and proceed to safety.

## In Case of a Fire

### Reporting a Fire

All fires must be reported (911) immediately!

#### **GIVE THE OPERATOR THE FOLLOWING INFORMATION:**

- ⦿ Location of the building.
- ⦿ Location of the fire (Front of the building, back of the building, parking lot)
- ⦿ Type of fire (What is burning)
- ⦿ Do not hang up the phone until the 911 operator instructs you to do so.

### Employee Alarm System

The primary alarm system will be the fire alarm. The backup to the fire alarm will be direct voice communications or the air horn

### Fire Extinguishers:

You are under no obligation to attempt to extinguish a fire on your own.

Check for your own safety before starting to extinguish a fire.

Portable fire extinguishers are valuable for immediate use on small fires because they contain a limited amount of extinguishing material. Use your instincts. If your instincts tell you the fire's too dangerous to tackle, trust them.

Remember that your life is more important than property; so don't place yourself or others at risk.

Each fire extinguisher is labeled for use. Remember the simple acronym **P.A.S.S.** to help you use the fire extinguisher effectively. **P.A.S.S.** stands for: **P**ull, **A**im, **S**queeze, **S**weep, explained below.

- ⦿ Pull the safety pin from the handle. Once removed, it releases the locking mechanism, allowing you to discharge the extinguisher.

- ⦿ Aim the extinguisher nozzle or hose at the base of the fire. This removes the source or fuel of the fire. Keep yourself low.
- ⦿ Squeeze the handle or lever slowly to discharge the agent. Letting go of the handle will stop the discharge so keep it held down.
- ⦿ Sweep side to side approximately 6 in. over the fire until expended. The sweeping motion helps to extinguish the fire. Stand several feet back from the fire: fire extinguishers are manufactured for use from a distance.

## Fire Extinguisher Locations:

### **Lowville office**

- ⦿ Front End - On the floor next to the color copier.
- ⦿ Back End - On the wall at the entrance to the Web Design area.

### **Watertown Office:**

- ⦿ Production - near the entrance to the envelope room, next to booklet maker, in the package center.
- ⦿ Sales - On the wall at the entrance to the store.

## Shutting Down Critical Equipment

**All machine operators must power down their machines before exiting if doing so does not create a hazard for the employee.**

1. Determine the type of emergency.
2. If the emergency is immediately life threatening or there is risk of injury leave at once.
3. If not eminently dangerous, switch off machinery and exit the building.

Written  
Hazzard  
Communication  
Program

# Written Hazard Communication Program

## Company Policy

To ensure that all affected employees know information about the dangers of all hazardous chemicals used by The Coughlin Printing Group, the following written hazard communication program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Copies of the Written Hazard Communication Program are available in the Safety Manual for review by any interested employee. The Safety Manager or designee is the hazard communication program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

## Container Labeling

All containers of hazardous chemical products received for use are labeled with the identity of the hazardous chemical (i.e., brand or trade name), appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. All secondary or portable containers into which chemical products are transferred must be labeled with either an extra copy of the original label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see the Safety Manager or designee. The Safety Manager or designee will review the company labeling procedures periodically and will update labels as required.

## Safety Data Sheets (SDSs)

The Safety Manager or designee is responsible for establishing and monitoring the company SDS program. He/she will ensure that procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. If an SDS is not received with the initial shipment of a product that is labeled as hazardous, the Safety Manager or designee shall obtain the appropriate SDS from the manufacturer, distributor, importer or other responsible party as soon as possible.

Copies of SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the SDS books in the Safety Center. SDSs will be readily available to all employees during each work shift.

If an SDS for a particular hazardous product is not available, contact the Safety Manager or designee.

When revised SDSs are received, the Safety Manager or designee will replace the old SDSs and inform employees of significant new health and safety information.

## **Employee Training and Information**

Everyone who works with or is potentially exposed to hazardous chemicals will receive information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.

The information and training program shall address the following elements:

- The requirements of the OSHA Hazard Communication Standard
- Any locations in the work areas where hazardous chemicals are present
- How to detect the presence or release of hazardous chemicals in the work area
- The physical and health hazards of the chemicals in the work area
- The measures employees can take to protect themselves from these hazards, such as appropriate work practices, emergency procedures, and personal protective equipment to be used
- The details of this Written Hazard Communication Program
- An explanation of how to read labels and SDSs to obtain hazard information
- Location of the SDSs and this Written Hazard Communication Program and how employees can obtain and use this information.

## **Informing Other Employers/Contractors**

It is the responsibility of Safety Manager or designee to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of Safety Manager or designee to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed. Other employers and contractors will be provided with SDSs for hazardous chemicals. In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to hazards as a result of the operations performed by this company.

## **List of Hazardous Chemicals**

A list of all known hazardous chemicals used by our employees is kept with this Written Hazard Communication Program in the Safety Center. Information on each chemical product may be obtained from the SDSs, in the Safety Center



## Availability of the Written Hazard Communication Program

A copy of this Written Hazard Communication Program, including the list of hazardous chemicals, will be made available, upon request, to employees and their representatives.

# CHEMICAL SPILL RESPONSE AND CLEAN-UP PROCEDURES

In the event of a chemical spill, the individual(s) who caused the spill is responsible for prompt and proper cleanup. It is also that individual's responsibility to have spill control and personal protective equipment readily available.

The following are general guidelines to be followed for a chemical spill.

1. Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
2. If there is a fire or medical attention is needed, call 911.
3. Don personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information
4. Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes.
5. If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
6. Consider the need for respiratory protection. The use of a respirator requires specialized training and medical surveillance. Never enter a contaminated atmosphere without protection or use a respirator without training. If respiratory protection is needed and no trained personnel are available, call 911.
7. Protect floor drains or other means for environmental release. Cloth towels and absorbents may be placed around drains, as needed.
8. Using the chart below, determine the extent and type of spill. If the spill is large, if there has been a release to the environment or if there is no one knowledgeable about spill cleanup available, call 911.

Category	Size	Response
Small	Up to 300cc	Chemical treatment or absorption
Medium	300 cc - 5 liters	Absorption
Large	More than 5 liters	Call public safety

9. Contain and cleanup the spill according to the table above.  
Loose spill control materials should be distributed over the entire spill area, working

from the outside, circling to the inside. This reduces the chance of splash or spread of the spilled chemical.

10. When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container.
11. Decontaminate the surface where the spill when appropriate.
12. Report ALL spills to the manager

## ROBBERY

### **In The Event of a Robbery:**

1. Remain calm, cool, and observant. Give the robber the money they want.
2. Do not make overt moves. If you must go in to your pocket for a key or take any action a robber might misinterpret, tell them what you are doing, and why you are doing this.
3. Stay away from your cell phone.
4. Follow their directions but do not volunteer more than they ask for. Be cooperative and do exactly what you are told to do. However, under no circumstances ever leave with the robber or go anywhere alone with them.
5. If robber displays a firearm or claims to have one, consider it loaded and that they will use it.
6. If you are handed a note, place it out of sight and retain it for evidence.
7. Make as many mental notes as possible, such as characteristics, mannerisms, age, height, weight, and peculiarities such as tattoos, scars, and birthmarks.
8. Note type of clothing, if jewelry is worn, type of weapon, which hand the weapon is held in.
9. Look for a getaway vehicle. Note color, make, license number, and distinguishing features, such as damage, equipment malfunctions.
10. Try to keep customers and employees calm during the robbery.
11. Do not resist the robber. Take no action that would jeopardize the safety of personnel or customers.
12. Do not use or encourage the use of weapons

### **What To Do AFTER a Robbery Has Taken Place:**

1. Do not chase or follow the robber.
2. Call the police immediately and give a description of suspects and locations.

3. Lock the door and touch nothing until the police arrive. Protect the scene. Preserve any potential evidence. Prevent anyone from going into areas where the robbers may have been.
4. Care for the injured.
5. Do not trust your memory; write down all descriptions and facts about the robbery.
6. Do not discuss the robbery among employees or other witnesses until the police have had the opportunity to interview all those involved.
7. Ask witnesses to remain until the police arrive. If they insist on leaving, try to obtain their contact information for the investigating officer
8. Cautiously step outside the store when the police arrive so that they'll know the robber is gone and you are safe.
9. Assist the investigating officers in every way possible. Cooperate with the police by being available for interviews, identifying suspects and giving evidence in court when notified to do so
10. Let the police answer inquiries from the news media

## POWER OUTAGES

**If the power should go out, the following protocols must be followed.**

- ⦿ If possible, inform a manager of the situation.
- ⦿ Turn off all of the copiers and machines.
- ⦿ If possible, try to find out the extent of the outage, (Is it just the building, the block or everybody?)
- ⦿ In the event of a prolonged power outage, (lasting more than one hour) proceed to close down following the "Closing due to State of Emergency" guidelines in this manual.
- ⦿ If the power went out during the night and has not been restored, inform the manager of the situation.
- ⦿ Enter the building to check for security, are the windows and doors closed and locked or is there any damage to the building. If not secure and inform the manager
- ⦿ Post note to customers
- ⦿ Exit the building and lock the doors securely.

# PERSONAL PROTECTIVE EQUIPMENT

Hand protection is designed to protect against heat, electrical, chemical, and mechanical hazards. Use proper gloves and mechanical tool guards.

## **Gloves**

Employees should work with the Safety Officer to ensure the selected glove is the correct one to use for each project. For example, chemical-resistant gloves afford some measure of chemical protection. Wear them when handling chemicals. Check your gloves for proper size, absence of cracks and holes, and good flexibility and grip before you wear them.

## **Mechanical Guards**

Safety guards for power tools are provided where required. Never use any equipment without safety guards in place. Notify your Safety Officer of any broken or defective equipment and take it out of service until repairs are made.

## **Hearing Protection**

Hearing protection devices are available such as earplugs and earmuffs where there are objectionable/questionable sound levels. The Safety Officer can provide assistance in evaluating high-noise tasks and determining appropriate hearing protection devices.

## **Foot Protection**

When engaged in pressroom activities, all employees must wear shoes that completely cover the entire foot. Shoes must be substantial and have closed-toes and heels to protect against foot injuries regardless of work location. Flip-flops, sandals, mules, Crocs, lightweight slippers, etc. are not acceptable when working.

In some cases, safety shoes or toe guards are appropriate for areas where heavy objects can fall on your foot.

## **Other Preventives**

Employees are not to wear ties, loose clothing, jewelry, or hanging key chains when near or working on moving or rotating machinery. Tie hair back or cover it.

## **Eye Protection**

The use of anything other than ANSI-approved, UL-Listed, or CSA rated eye protection is prohibited.

# FIRST AID KITS/STATIONS

Employees should be familiar with the location of First Aid Kits/Stations within the facility. The Safety Officer will designate one person responsible for replenishing supplies.

## **Make sure that first-aid supplies are**

- ⦿ Easily accessible to all your employees.
- ⦿ Stored in containers that protect them from damage, deterioration, or contamination.
- ⦿ Containers must be clearly marked, not locked, and may be sealed.
- ⦿ Able to be moved to the location of an injured or acutely ill employ

# LOCKOUT / TAG OUT PROGRAM

Only authorized employees are permitted to perform the lockout/tag out procedures on any piece of equipment. It is the responsibility of this employee to ensure that individuals in the area are notified that equipment is locked and tagged. When running any piece of equipment it is the operator's responsibility to advise anyone in the area of potential hazards around the equipment.

When performing maintenance, cords and plugs are to be disconnected.

Work on equipment, when unplugged and under the exclusive control of the employee performing the service or maintenance shall be excluded from this procedure. Lockout/ Tag out procedures are to be used in the case of a breakdown or repair by an authorized repair technician.

All machines will have a copy of these procedures posted near the operating panel.

## Lockout/Tag out Process

The Control of Hazardous Energy (Lockout/Tag Out) helps protect and safeguard employees while they perform servicing and maintenance on machines and equipment in which the unexpected energization or startup of the machine, or equipment, or the release of stored energy could occur and cause injury or possible death. The purpose of this program is to establish procedures for affixing appropriate lockout devices to production machines.

All employees authorized to lockout machines and equipment for isolating in order to perform service or maintenance will follow this procedure in its entirety. It also applies to affected employees whose machine or equipment is being locked out for service or maintenance.

Lockout is the placement of a locking device on an energy-isolating device, which ensures that the energy-isolating device cannot be operated until the lockout device is removed. Tags provide visual warnings that the equipment has been shut down.

Tags will also list the equipment that is out of service and how long the equipment will be shut down. Employees will use protective materials and hardware such as locks, tags, or other hardware for isolating, securing, or blocking of machines or equipment from energy sources.

## When to Lockout/Tag Out

1. An employee is required to remove or bypass a guard or other safety device.
2. An employee is required to place any part of his/her body into an area of a machine or piece of equipment when work is actually performed, or where an associated danger zone exists during a machine operating cycle.
3. When performing service or maintenance on electrically powered equipment.

## Outside Contractors and Subcontractors

This procedure shall apply to all contractors and subcontractors performing work on equipment, vessels, or machines where lockout procedures are required. In addition, we will comply with lockout/tag out procedures of outside contractors and subcontractors.

All locks and tagging devices

- ⊗ Are used only for the purpose of controlling energy.
- ⊗ Durable and capable of withstanding the environment they are exposed to.
- ⊗ Standardized in color, shape, and sizes.
- ⊗ Substantial enough to prevent removal without the use of bolt cutters.

Tag out is the placement of a tag out device on an energy-isolating device to ensure that the energy-isolating device may not be operated until the tag out device is removed. (Tag out devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal).

## Personnel Affected by this Safety Procedure

Any employee whose job requires them to work on any source of

- ⊗ Electrical
- ⊗ Mechanical
- ⊗ Hydraulic
- ⊗ Pneumatic

Note: When a machine or equipment cannot be locked out and a tag is used, an additional safety measure must be incorporated to achieve a safety level equivalent to that of a locking device. The tag also must hang at the same location that a lockout device would have been attached.

## Safety Zone

When nearby equipment that may pose a hazard isn't in the immediate work area and cannot be locked out or otherwise de-energized, a "safety zone" must be established. This zone must provide a warning perimeter or physical barrier preventing accidental contact with nearby equipment or utilities.

## Requirements for Securing Electrical Equipment

### Sequence of Lockout

All authorized and affected employees will adhere to the following Lockout and Tag out procedures:

1. Notify supervisor to verify proper procedure.
2. Notify all affected employees in area of lockout.
3. Shut down machine
4. Identify and locate all sources of power to equipment.
5. Disconnect main sources of power.
6. Disconnect each independent power source of multiple power systems, i.e. air over hydraulic, electric over hydraulic, etc.

7. Discharge all residual energy remaining behind the power source.
  8. Install lock and tag.
  9. Lockout the machine:
    - ⊗ Electric: Stop motor, open disconnect switch and attach lock. Make sure the switch is in the OFF or OPEN position. Attach tag stating one of the following;
      - DO NOT START
      - DO NOT OPEN
      - DO NOT CLOSE
      - DO NOT ENERGIZE
      - DO NOT OPERATE
    - ⊗ Hydraulic: Shut down the pump, bleed lines to release or eliminate any stored energy sources or movement, and use blocking so equipment cannot move.
- CAUTION – Wait until hydraulic pressure is bled down to ZERO before working.  
(Rotating parts may still be in motion)
10. Test and make sure all energy sources are disconnected – then begin work.
  11. Verify isolation of energy before beginning work.
  12. Perform service or maintenance work.
  13. Notify supervisor work is completed.
  14. Supervisor must visually inspect for safety of startup.
  15. Notify all affected employees and clear area for startup.
  16. Remove all lockout and tag out devices.
  17. Startup equipment, machine, etc.

Contact supervisor when work is done and lock is ready to come off.

**IF THE LOCKOUT/TAG OUT PROCEDURE MUST BE INTERRUPTED TO TEST A REPAIR OR ADJUSTMENT, THE FOLLOWING PROCEDURE MUST BE FOLLOWED**

- ⊗ Contact Departmental Supervisor.
- ⊗ Notify all affected personnel.

## **Lock / Tag Removal**

After the assigned work is completed and the equipment is to be energized, the supervisor or qualified designate must be notified to receive authorization prior to removal of any locks or other lockout devices from equipment or machinery. The supervisor or designate must verify that the work is complete all isolations have been removed and the equipment is free to safely operate prior to removing the lock and tag.

**The lock may be removed when**

1. The person who placed the lock has cleared the area of tools, materials, etc.
2. The person tests the equipment for operation.

**When an individual completes their work on the equipment, they will:**



1. Notify the area supervisor that he/she is finished.
2. Remove the lock.

## Restoring Machinery to Normal Operation

When service or maintenance is complete and the machinery is ready for operation, check to ensure that:

- All personnel are cleared of the area.
- Tools and equipment have been removed.
- Safeguards are reinstalled.
- Locks and tags removed from switches, valves, etc. by the individuals who installed them.

### Starting Equipment

#### Job Steps

1. The operator will check all appropriate fluid levels in equipment.
2. The operator will do a visual inspection of equipment pertaining to leaks, belts, etc.
3. The operator will do a walk around the equipment to make certain the equipment is safe to start.
4. The operator proceeds to start the machine

## Training

All employees engaged in or affected by the Energy Control Program will receive training on site-specific programs. They are also to receive annual refresher training on the program.

Records of training are to be maintained in the Safety Training File. Records must include the employee's name, employee number, test scores, and date of training. The company will provide these records upon request to a duly authorized state or federal OSHA inspector.

New employees are to receive training at the time of initial orientation.

#### The training shall include the following:

1. Purpose of the Lockout/Tag out Procedure.
2. Identify hazards to be locked out for each machine or piece of equipment.
3. Type and magnitude of energy found in the work place.
4. Methods and means necessary to isolate and control.
5. Responsibilities under the Lockout/Tag out procedure.
6. Proper tagging procedures
7. Right to individually verify isolation.
8. Procedure to remove lock/tag
9. Proper verification techniques to verify equipment have been de-energized.

### **Retraining of employees will occur whenever:**

- ⦿ Retraining for the Energy Control Program will be given as required to all affected personnel each time a procedure is changed, or a new procedure is added.
- ⦿ A change in job assignments, equipment, or processes, which present a new hazard.
- ⦿ When a periodic inspection reveals deviations in procedure or a lack of understanding on the part of the employee.
- ⦿ Management will perform periodic inspections of lockout/tag out procedures and correct any deviations or inadequacies identified. These inspections will include:
  - Recognition of applicable hazardous energy sources.
  - Electrical – voltages up to 480 volts.
  - Mechanical – moving parts, nip points and linkages.
  - Hydraulic – oil or hydraulic fluid under pressure.
  - Pneumatic – air actuated system.
  - Chemical – burns.
  - Thermal – burns from hot equipment.
  - Gravity – falling objects.

## **Equipment List for Lowville**

### **Kyocera Talkalfa**

In the case of an emergency, or if the machine is off line for repairs, the copier must be turned off. Attach a sign stating one of the following until repair is complete

- ⦿ DO NOT START
- ⦿ DO NOT ENERGIZE
- ⦿ DO NOT OPERATE

### **Ricoh Aticio MPC2550**

In the case of an emergency, or if the machine is off line for repairs, the copier must be turned off. Attach a sign stating one of the following until repair is complete

- ⦿ DO NOT START
- ⦿ DO NOT ENERGIZE
- ⦿ DO NOT OPERATE

### **Ibi Master 400**

In the case of an emergency, or if the machine is off line for repairs, it must be turned off and unplugged. Attach a sign stating one of the following until repair is complete

- ⦿ DO NOT START
- ⦿ DO NOT ENERGIZE
- ⦿ DO NOT OPERATE

# Equipment List for Watertown

## AB Dick Printing Press

- ⊗ Locate on/off switch on feeder end of press. Switch to off. Insert lock.
- ⊗ Power cord plugged into cord on side of the machine – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## ITEK Printing Press

- ⊗ Locate on/off switch on operator side of press. Switch to off.
- ⊗ Power cord plugged into cord on side of the machine – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## O&M Folder

- ⊗ Locate on/off switch on operator of Folder. Switch to off.
- ⊗ Power cord is hard wired to junction box on power pole, lock out circuit in Office
- ⊗ Secure circuit breaker with tag/lock until repair is complete

## O&M Folder Attachment

- ⊗ Locate on/off switch on operator side of folder. Switch to off.
- ⊗ Power cord is plugged into power pole - Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## Duplo 4000 Collator / Stitcher / Folder Section

- ⊗ Moving east along machine locate two power sources at each section – Disconnect.
- ⊗ Power cords (3) plugged into wall sockets behind machine – Disconnect
- ⊗ Secure plugs with tag/lock until repair is complete

## Paper Drill

- ⊗ Keep hands out of paper clamp.
- ⊗ Locate on/off switch at top of drill. Switch to off.
- ⊗ Power cord plugged into wall socket behind machine – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## Duplo 4000 Collator

- ⊗ On/off switch at bottom of machine
- ⊗ Locate power cord – Disconnect.
- ⊗ Secure plug with tag/lock until repair is complete

## Challenge Cutter

- ⊗ Push in Stop button, Remove key
- ⊗ Power cord is plugged into wall behind machine - Disconnect.
- ⊗ Secure plug with tag/lock until repair is complete

## Heidelberg Windmill Letter Printing Press

- ⊗ Locate on/off switch at lower left of loading station. Switch to off.
- ⊗ Power is hardwired to electric – lock-out at breaker in Office
- ⊗ Secure breaker with tag/lock until repair is complete

## Pow-R-Fold Folder

- ⊗ Locate start/stop at top of folder. Switch to stop.
- ⊗ Power plugged into power pole
- ⊗ Secure both cords with tag/lock until repair is complete

## GBC Laminator

- ⊗ Keep hands out of paper feed – CAUTION! HOT!
- ⊗ Locate on/off switch at top of unit. Switch to off. Disconnect plug.
- ⊗ Secure plug with tag/lock until repair is complete

## Graphic Whizard Numbering/Scoring/Perforating Machine

- ⊗ Locate on/off switch. Switch to off.
- ⊗ Power cord is plugged into power strip on wall above machine – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## Baum 714 XLT Folder

- ⊗ Locate on/off switch. Switch to off.
- ⊗ Power cord is plugged into power pole – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## Sergeant Packing System (Both Units) Shrink Wrapper

- ⊗ Locate on/off switch, under roll. Switch to off.
- ⊗ Power cord is plugged into wall behind – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## Purup-Eskofot Dpx 5080 Plate Maker "Ernie"

- ⊗ Locate on/off switch, left side of machine. Switch to off.
- ⊗ Power cord is plugged into hard wired cord on left of machine - Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## Duster 2000 Air Filter

- ⊗ Locate on/off switch, on right side of machine. Switch to off.
- ⊗ Power cord is plugged into power strip under table, unplug
- ⊗ Secure plug with tag/lock until repair is complete

## HP Astrojet 1000(2 units) Mailer

- ⊗ Locate on/off switch, near power cord. Switch to off.
- ⊗ Power cord is plugged into machine at on/off switch – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## Accufast 3fv (3 units) Tabber

- ⊗ Determine affected unit
- ⊗ Locate on/off switch. Switch to off.
- ⊗ Power cord is plugged into power strip under table – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

## Heidelberg Printing Press

- ⊗ Locate on/off switch on delivery end, operator's side of press. Switch to off. Insert Lock.
- ⊗ Power cord plugged into cord on side of the machine – Disconnect
- ⊗ Secure plug with tag/lock until repair is complete

# Safe Work Practices

# SAFE WORK PRACTICES

## Electrical Safety

Accidental contact with electrical components can have deadly consequences. Always refer to the manufacturers recommended operating practices prior to using new electrical appliances, tools and equipment. Proper use and respect for electricity is paramount. The following are general guidelines for ensuring basic electrical safety requirements are met.

- ⦿ All electrical tools and appliances will be double insulated or have a three prong plug-in.
- ⦿ Prior to operating electrical powered tools and equipment, ensure that you are working on a dry surface.
- ⦿ Tools with damaged cords, grounds and housing units are to be tagged "Out of Service" and marked for repair.
- ⦿ Missing or damaged ground plugs of any appliance, tool or piece of equipment are to be repaired prior to use.
- ⦿ Damaged extension cords shall be tagged "Out of Service", repaired or replaced as warranted.
- ⦿ Always stand to the side of a service box when resetting a breaker.
- ⦿ Disconnect power tools from power source before making adjustments.
- ⦿ Defective equipment needs to be tagged "Out of Service".
- ⦿ Electrical tools/equipment should be locked out when you feel any tingling during use
- ⦿ Inspect your equipment cords and extension cords routinely to ensure they are in good condition.

**Avoid the following electrical power supply setups to prevent overloading:**

- ⦿ Extension cord plugged into another extension cord.
- ⦿ Extension cord plugged into a power strip.
- ⦿ Multi-device receptacle plugged into a power strip on extension cord.

**The easiest way to reduce the possibility of electrocution is to:**

- ⦿ Make sure extension cords are not frayed.
- ⦿ Make sure equipment is grounded.
- ⦿ Receptacles are mounted and secured.
- ⦿ Panel boxes are covered.
- ⦿ Do not use extension cords to suspend lighting.
- ⦿ Do not use extension cords as permanent wiring.

## Material Handling

Material handling is defined as using any part of the body to lift, move, push, pull, retrieve, carry, or climb with any materials such as people, inventory, merchandise, tools, raw materials,

or supplies found in the work environment. Overexertion can cause sprain/strain injuries to our musculoskeletal system causing pain and discomfort.

### **Other factors to consider that can contribute in causing these injuries are**

1. Poor physical fitness.
2. Lack of flexibility.
3. Participation in certain recreational activities.
4. Emotional stress.
5. Lack of rest.
6. Poor back support when sleeping.
7. Poor posture when sitting and standing long periods.

You, as an employee, have the greater control of these factors and should consider them in your overall health concerns.

As your employer, Coughlin Printing Group will focus on factors that can be controlled in the workplace and implement engineering, administrative, or training controls to eliminate or reduce hazards on the job that can contribute to injuries.

## **Lifting**

Lifting is one of the most dangerous activities for the spine. The neutral position **MUST** be used to reduce the risk of injury. Lifting in a neutral position allows the larger and more powerful leg muscles to do the lifting.

1. Avoid manual lifting whenever possible. Manual lifting is one of the most common causes of workplace injury. If you are doing manual lifting, you are at risk for injury. Use mechanical means whenever possible.
2. The closer the object, the easier it is to lift.
3. Avoid twisting as you lift to help keep your back strong and free from injury.
4. Use lifting handles whenever possible.
5. Good firm footing is a must.

### **How to lift properly**

1. Squat down close to the object: maintain a natural curve of back.
2. Test the weight of the object before lifting or tilting a corner.
3. If the object is too heavy:
  - ❶ Divide into smaller loads.
  - ❷ Get someone to help.
  - ❸ Use a mechanical device.
4. Grasp object firmly.
5. Keeping the object close lift while straightening the legs and tightening the stomach and buttock muscles.
6. Never twist or jerk the body.
7. Avoid lifting to the side.
8. Avoid overextending and reaching too far.



## How to carry an object

1. Select a clear route of travel and maintain an awareness of surface conditions.
2. Keep a firm grip on the object and carry it close to the body.
3. Do not allow the load to obstruct your view.
4. Do not twist the body; change direction by moving the feet.
5. How to set an object down:
  - a. Face the spot where the object is to be placed.
  - b. Squat down; maintain a natural curve of back.
  - c. Lower object first onto one corner or onto a support to avoid finger injuries.
  - d. Lower the object into a final position keeping fingers out of the way

## Housekeeping

Good housekeeping is one of the most important factors in maintaining a safe workplace. Slips, trips, and falls are a leading cause of accidents in the workplace. Numerous workers are injured each year because they trip, stumble, or step on objects that are in their way. These accidents are often blamed on the worker's carelessness in not looking where they are going.

Actually, these accidents are the result of poor housekeeping.

Close attention to good housekeeping and office safety encourages teamwork, prevents accidents, and creates a wholesome and productive work environment.

Injuries can occur anywhere at any time. Surfaces such as asphalt, sidewalks, wooden, tiled, or carpet-covered floors, and special surfaces on stairs, can present serious tripping, slipping, or falling hazards.

Walking surfaces can change substantially when people track in mud, snow, dirt, and moisture. Outside weather conditions can often produce wet and slick surfaces. Holes in asphalt or unexpected obstructions in sidewalks can be a potential cause for injury. Torn or curled-up carpet or floor coverings are other areas of concern. Liquid spills in bathrooms, coffee shops, lunchrooms, etc., can be unseen or undetected. Inadequate illumination can contribute to slips, trips, and falls. Light values at floor level should be uniform with no glare or shadows. There should be no violent contrasts in light levels between floor areas.

Good housekeeping must be practiced at all times. Tripping hazards and slippery conditions must be eliminated. Aisles and access ways must be kept clear of any obstruction, well lit, and properly ventilated. Keep floors, landings, and stairs free of debris

When you see something lying around, stop and take the time to put it in its proper place. Don't wait for someone else to do it even though they may be the one who left it there.

**A clean workplace is a safer workplace. All employees, contractors, and subcontractors are required to:**

- ❶ Keep the work area clean, free oil, grease, mud, and unnecessary tools/equipment, scrap, and other materials.

- ⦿ Pick up after yourself. Everything should be put away after it is used.
- ⦿ Clean-up spills promptly with proper absorbing materials and agents.
- ⦿ Place all garbage and waste materials in appropriate containers.
- ⦿ Store all oily rags in appropriate fire-approved steel containers.
- ⦿ Keep exterior walkways and stairways free of snow, ice, and obstacles.
- ⦿ Scraps must be removed to disposal bin or designated disposal area.
- ⦿ Daily job site cleanup is required and individual cleanup duties must be assigned to all workers.
- ⦿ Materials must be properly stored, stacked, or piled to prevent tripping/spilling.
- ⦿ Stockpiles should be stacked ensuring that they are not too high or obstruct any fire access, extinguishing or fire safety equipment (e.g. fire doors).
- ⦿ Signs must be posted to warn workers of hazardous areas.
- ⦿ Report all injuries regardless of severity to your supervisor within 24 hours.
- ⦿ Walk cautiously up and down stairs; use the handrail whenever possible.
- ⦿ Use caution when opening a door onto a stairwell or walking past doors in stairwells.
- ⦿ Close drawers of desks and file cabinets when not in use.
- ⦿ Store material on shelves in a manner to prevent falling; heavy objects should be placed on lower shelves.
- ⦿ Be aware of floor surfaces. Look at path of travel for obstacles.
- ⦿ Wear appropriate shoes in adverse weather conditions (no heels on ice or slick surfaces).
- ⦿ Report unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition promptly to your supervisor.

#### **Other factors causing slips, trips, and falls include:**

- ⦿ Person's age
- ⦿ Illness
- ⦿ Emotional disturbances
- ⦿ Fatigue
- ⦿ Lack of familiarity with environment
- ⦿ Poor vision

## **Use of Ladders**

Supervision is responsible to assure that all ladders used in their assigned area are regularly inspected and that defective ladders are replaced or repaired.

All ladders purchased must meet the specifications of ANSI codes for metal or fiberglass ladders.

#### **Placement**

1. All ladders must be fully secured before being climbed. Portable ladders shall be equipped with safety feet. When necessary, ladders will be securely latched at the top and/or bottom. When appropriate, safety hooks will be utilized to secure ladders at top.
2. Only ladders of proper length shall be used. Any alteration to a ladder is strictly prohibited.

3. Stepladders shall be fully opened and locked in place during use.
4. Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
5. When a ladder is being used in an open traffic area or where there is danger of it being knocked over, a workman shall be stationed at the foot of the ladder.
6. Ladders shall not be used in a horizontal position as a platform, runway, scaffold, or any other purpose except that for which they were designed for.
7. Rubber safety feet are recommended for hard surfaces such as wood or concrete.
8. No ladder shall be used to gain access to a roof unless the top of the ladder extends at least three feet above the point of support.

## Climbing Ladders

1. Examine ladders before each use. If broken, cracked, or defective in any way, the ladder shall be tagged for immediate repair or destruction and removed from work area.
2. Face ladder when climbing up or down.
3. Use rungs for climbing and descending, not side rails.
4. Keep body centered between side rails; move the ladder as needed. Don't reach.
5. Do not slide down, jump off, or run a ladder.
6. Keep hands free while climbing ladders. Carry small objects in pockets or on belts; use hand lines for larger items.
7. Before climbing a ladder, make sure it is clean, free of grease, oil, mud, snow, or other slippery material. Keep your shoes clean.
8. When working from a stepladder over five feet high, a workman shall not stand on a step higher than the third step from the top of the stepladder.
9. Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top of stepladders.
10. Do not climb a ladder if another person already occupies it.
11. No type of work shall be performed on a ladder over 25 feet from the ground that requires the use of both hands to perform the work unless a safety harness is worn and the safety lanyard is secured to the ladder

## Hand Tools

Occasionally, work will require the use of hand tools. Most people think of hand tools as wrenches, screwdrivers, chisels, and so forth, but the term also applies to any hand-held tool or implement used to accomplish a task. This includes all sorts of things used to grasp, lift, push, pull, carry, or clean. Always use the proper tool for the job.

Example: DO NOT use a wrench for a hammer or a screwdriver as a chisel.

## Tool Rules

- ❶ Before using any tool, check to see if it is in good condition. Don't use any defective, dull, or broken tools. Don't put them back on the shelf; remove them from service and notify the Safety Officer so the tool can be replaced or sent for repair.
- ❷ When using a screwdriver or other tools, place the work on the bench or hard surface rather than the palm of your hand.

- ⦿ When using knives/blades, direct your cutting stroke away from your hand and body and be aware of those around you.
- ⦿ Wear gloves.

### **Tool Storage**

- ⦿ Store sharp edged or pointed tools in a safe place.
- ⦿ When carrying tools, cover the point or any sharp edges with shields.
- ⦿ NEVER carry unshielded tools in your pocket.
- ⦿ Don't leave tools on overhead work surfaces. They may fall and strike someone below.
- ⦿ Store equipment in a location where it will not create a safety hazard or get damaged.

### **Inspection and Use Guidelines**

- ⦿ Maintain in serviceable condition.
- ⦿ Check handles for cracks, splinters, and taped repairs.
- ⦿ Wear proper PPE.
- ⦿ Do not carry sharp-edged tools in pockets.
- ⦿ Keep sharp-edged tools sharp.
- ⦿ Cut away from the body.
- ⦿ Never cut on items held between the knees or legs.

### **Chemical Safety**

- ⦿ Keep chemical containers in good condition.
- ⦿ Make sure all chemical containers have labels placed by the manufacturer.
- ⦿ Ensure all labels are legible.
- ⦿ Become familiar with the chemicals you may use as part of the FRC. Read safety precautions and instructions for use located on the chemical's label.
- ⦿ Store all chemicals in an orderly way. Obtain Manual Safety Data Sheets (SDS) for the chemicals you use. These sheets provide information on the correct handling of a spill or injury.
- ⦿ If you are exposed to a chemical, notify you Safety Officer immediately and consult the SDS if necessary.

# Workplace Violence

# WORKPLACE VIOLENCE

Violence in the workplace causes a significant number of workplace fatalities and injuries throughout the United States. Every week, about 20 workers are murdered in the United States.

Workplace fatality data shows that assaults and other violent acts are among the leading causes of work-related deaths in a number of states. For women, violence is the leading cause of workplace fatalities in the United States.

The following types of violence illustrate different characteristics of workplace violence and ways violence may present itself. Each involves different risk factors and means of preventing or responding to the potential violent incident.

1. Violence by strangers.
2. Violence by customers or clients.
3. Violence by co-workers.
4. Violence by personal relations.

Coughlin Printing Group is concerned and committed to employees' safety and health. The company refuses to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All managers, supervisors, and employees are responsible for implementing and maintaining our WVPP program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred.

Our program will ensure all employees adhere to work practices that are designed to make the workplace more secure and do not engage in verbal threats or physical actions, which create a security hazard for others in the workplace.

## It includes:

- Informing all employees about WVPP.
- Evaluating workplace security measures.
- Recognition of workplace security hazards and risk factors associated with four types of violence:
  - a. Violence by strangers.
  - b. Violence by customers or clients.
  - c. Violence by co-workers.
  - d. Violence by personal relations.
- Providing training and/or counseling to employees who need to improve work practices in order to ensure workplace security.
- Disciplining employees for failure to comply with established practices.
- Providing training designed to address specific aspects of workplace security unique to our establishment.
- Posting or distributing workplace security information.

- ⦿ Providing a system for employees to inform management about hazards or threats of violence.
- ⦿ Establishing procedures for protecting employees who report threats from retaliation.
- ⦿ Complying with all federal and state record keeping requirements.
- ⦿ Conducting periodic inspections to identify and evaluate workplace safety hazards and threats of workplace violence assessing all four types of violence listed above.
- ⦿ Annual reviewing and evaluating program safety and security measures.
- ⦿ Training will be provided for all employees as an essential part of implementing the WVP

# Motor Vehicle Safety



# MOTOR VEHICLE SAFETY

As a Coughlin employee, commuting to work, carpooling, driving a Coughlin owned vehicle, or other work-related driving tasks, we want you to arrive to work and home safely. Lack of awareness is a major factor in traffic crashes and many drivers do not relate "risk" to driving. Managing risk when you drive involves controlling visibility, time, space, and being aware of the amount of traction available.

The following are guidelines that can help you assess conditions more accurately, predict the actions of other roadways users, and make decisions with a more realistic concept of the consequences.

## 1. Inspect the Vehicle

- Walk around and inspect outside before entering.
- Check tires for proper inflation.
- Check oil/gas levels.
- Check mirrors for proper alignment.
- Make sure lights, signals, windshield wipers, and instruments are working properly.

## 2. Develop Visual Habits

- Concentrate on path of travel.
- Look well ahead.
- Scan the scene constantly.
- Look through rear window and turn head while backing up.
- Be aware of signs, signals, and roadway markings.
- Look for pedestrians, bicycles, and obstructions.

## 3. Time and Space Considerations

- Maintain a 2-3 second following distance behind other vehicles.
- Allow 2-second distance to the rear.
- Allow at least one car width of space to one side.
- Adjust speed for road, traffic, sight, or weather conditions.

## 4. Communication with Other Drivers

- User proper turn/hazard/brake signals.
- Position vehicle to be seen.
- Turn lights on for safety.
- Use the horn to warn.
- Use appropriate body actions and gestures (eye-to-eye contact).

## 5. Adverse Driving Conditions

- Clear windshield, rear windows.
- Slow for adverse weather conditions.
- Pull off roadway and wait for rain or snow to ease, if needed.
- Use low beams and slow down for foggy conditions.
- Adjust speed for glare and reduced visibility for night driving.

- ⦿ Pump brakes, shift to low gear, or use emergency brake if brakes fail.
- ⦿ Avoid driving around bedtime or for long periods of time.
- ⦿ Firmly hold the steering wheel and steer straight if a blowout occurs.

#### **6. Obey Laws/Safety Precautions**

- ⦿ Wear seatbelts
- ⦿ Lock doors.
- ⦿ Don't drink or abuse drugs and drive.
- ⦿ Don't drive while fatigued. Stop and rest.
- ⦿ Don't drive while emotionally or mentally upset.
- ⦿ Pull over for emergency vehicles.
- ⦿ Obey construction site rules/signs.
- ⦿ Adhere to speeding limits.
- ⦿ Do not use cell phones while driving.

#### **VEHICLE ACCIDENT REPORTING PROCEDURES**

1. Stop immediately to investigate.
2. Protect the scene of the accident to prevent further injury or damage.
3. Call 911.
4. Render assistance to injured parties.
5. Report the accident to your supervisor immediately.
6. Fill out the accident report at the scene.
7. Return completed forms to your immediate supervisor within one business day following the accident.

NOTE: For complete auto safety policies and company expectations refer to the separate publication, "Coughlin Automobile Policy Manual".

# Safety Policy Enforcement

# SAFETY POLICY ENFORCEMENT

## Training Sign Off

By signing below, you are acknowledging that you have received training on the Safety Policy

DATE	PRINT NAME	SIGNATURE

NOTE: This record must be kept for three years; employees should receive this training every year.

# Personal Accountability Checklist

Name of Inspector \_\_\_\_\_ Date\_\_\_\_\_

## Section 1

### PERSONAL PROTECTION EQUIPMENT

- ☐ Are PPE Available,
- ☐ Are PPE Clean and Sanitized
- ☐ Is Employee wearing Loose Jewelry or Clothing?
- ☐ Is employee Clothing Clean and in Good Repair
- ☐ Does Employee Follow Uniform Standard?
- ☐ Is employee wearing shoes appropriate to work Conditions?
- ☐ Is Employee Health Good? Are they Sneezing and Coughing?

## Section 2

### HOUSEKEEPING

- ☐ Is there litter or spilled liquid on the floor?
- ☐ Are aisles free of obstructions?
- ☐ Are counters clean and free of clutter
- ☐ Are shelves cleaned/dusted regularly?
- ☐ Are machines in employee's work area kept clean and in working order?
- ☐ Are tools put away properly
- ☐ Are all cutting tools Stored Safely?
- ☐ Are Paper cutters kept in a safe location with the blade sharp and in good order

## Section 3

### WORK PRACTICES

- ☐ Do employees use improvised Ladders
- ☐ Are desk drawer/File Drawers left open?
- ☐ Is there more than one file open at a time?
- ☐ Are Filing Cabinets Top Heavy?
- ☐ Are Machines turned off after use?
- ☐ Do Employees run in the workplace?
- ☐ Are Employees aware of their work environment
- ☐ Are Employees eating in their work Spaces?
- ☐ Are job Duties performed in a Safe Manner?
- ☐ Is Safety a Priority with Employees?

## Section 4

### FACILITY

- ☐ Are Extension cords in use?
- ☐ Do Electrical cords present a tripping Hazard?
- ☐ Are all Electrical appliances/Equipment connected with a three-prong plug?
- ☐ Are fire Extinguishers Available for use?
- ☐ Are Fire Extinguishers Clean, in good Repair and Properly charged?
- ☐ Are Extinguishers easy to find, not covered or blocked in by debris or product?

# OSHA Internal Audit Checklist

## EMPLOYER POSTING

- ☐ Is the required OSHA Job Safety and Health Protection Poster displayed in a prominent location where all employees are likely to see it?
- ☐ Are emergency telephone numbers posted where they can be readily found in case of emergency?
- ☐ Where employees may be exposed to toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and Material Safety Data Sheets (SDSs) been posted or otherwise made readily available to affected employees?
- ☐ Are signs concerning exit routes, room capacities, biohazards, exposures to other harmful substances posted where appropriate?
- ☐ Is the Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) posted during the months of February, March and April?

## RECORDKEEPING

- ☐ Are occupational injuries or illnesses, except minor injuries requiring only first aid, recorded as required on the OSHA 300 log?

☐ Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?

☐ Are employee training records kept and accessible for review by employees, as required by OSHA standards?

☐ Have arrangements been made to retain records for the time period required for each specific type of record?

## SAFETY AND HEALTH PROGRAM

☐ Do you have an active safety and health program in operation that includes general safety and health program elements as well as the management of hazards specific to your worksite?

☐ Is one person clearly responsible for the safety and health program?

☐ Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?

☐ Do you have a working procedure to handle in-house employee complaints regarding safety and health?

☐ Are your employees advised of efforts and accomplishments of the safety and health program made to ensure they will have a workplace that is safe and healthful?

## **MEDICAL SERVICES AND FIRST AID**

\_Is there a hospital, clinic, or infirmary for medical care near your workplace or is at least one employee on each shift currently qualified to tender first aid?

\_Are medical personnel readily available for advice and consultation on matters of employees' health?

\_Are emergency phone numbers posted? (911)

\_Are fully supplied first aid kits easily accessible to each work area, periodically inspected and replenished as needed?

\_Have first aid kits and supplies been approved by a physician, indicating that they are adequate for a particular area or operation?

\_Is there an eye-wash station or sink available for quick flushing of the eyes in areas where corrosive liquids or materials are handled.

## **FIRE PROTECTION**

\_Is your local fire department familiar with your facility, its location and specific hazards?

\_If you have a fire alarm system, is it certified as required and tested annually?

\_Are automatic sprinkler system water control valves, air and water pressure checked periodically as required?

\_Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?

\_Are sprinkler heads protected by metal guards if exposed to potential physical damage?

\_Is proper clearance maintained below sprinkler heads? (48 inches)

\_Are portable fire extinguishers provided in adequate number and type and mounted in readily accessible locations?

\_Are fire extinguishers recharged regularly with this noted on the inspection tag?

\_Are employees periodically instructed in the use of fire extinguishers and fire protection procedures?

## **PERSONAL PROTECTIVE EQUIPMENT**

\_Has the employer determined whether hazards that require the use of (e.g., head, eye, face, hand, or foot protection) are present or are likely to be present?

\_If hazards or the likelihood of hazards are found, are employers selecting appropriate and properly fitted PPE suitable for protection from these hazards and ensuring that affected employees use it?

\_Have both the employer and the employees been trained on PPE procedures, i.e., what PPE is necessary for job tasks, when workers need it, and how to properly wear and adjust it?

\_Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?

\_Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries?

\_Are employees who wear corrective lenses (glasses or contacts) in workplaces with harmful exposures required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?

\_Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?

\_Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, and crushing, or penetrating actions?

\_Is all PPE maintained in a clean and sanitary condition and ready for use?

\_Are food or beverages consumed only in areas where there is no exposure to toxic material?

\_Is protection against the effects of occupational noise provided when sound levels exceed those of the OSHA Noise standard?

\_Are adequate work procedures, PPE and other equipment provided and used when cleaning up spilled hazardous materials?

\_Are appropriate procedures in place to dispose of or decontaminate PPE contaminated with, or reasonably anticipated to be contaminated with hazardous materials?

## **GENERAL WORK ENVIRONMENT**

\_Are all worksites clean, sanitary and orderly?

\_Are work surfaces kept dry and appropriate means taken to assure the surfaces are slip resistant?

\_Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately utilizing proper procedures?

\_Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

\_Are accumulations of combustible dust routinely removed from elevated surfaces?

\_Is combustible dust cleaned up with a vacuum system to prevent suspension of dust particles in the environment?

\_Are covered metal waste cans used for oily or paint-soaked waste?

\_Are all work areas adequately illuminated?

## **WALKWAYS**

\_Are aisles and passageways kept clear and marked as appropriate?

\_Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?

\_Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway?

\_Are spilled materials cleaned up immediately?

\_Are aisles or walkways that pass near moving or operating machinery, or similar operations arranged so employees will not be subjected to potential hazards?

\_Is adequate headroom provided for the entire length of any aisle or walkway?



## **EXITING OR EGRESS EVACUATION**

\_Are all exits marked with an exit sign and illuminated by a reliable light source?

\_Are the directions to exits, when not immediately apparent, marked with visible signs?

\_Are doors, passageways or stairways that are neither exits nor access to exits, but could be mistaken for exits, appropriately marked "NOT AN EXIT, " "TO BASEMENT, " "STOREROOM, " etc.?

\_Are exit signs labeled with the word "EXIT" in lettering at least 5 inches (12.70 centimeters) high and the stroke of the lettering at least 1/2-inch (1.2700 centimeters) wide?

\_Are exit doors side-hinged?

\_Are all exits kept free of obstructions?

\_Are there sufficient exits to permit prompt escape in case of emergency?

\_Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?

\_Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirements for human impact?

## **PORTABLE LADDERS**

\_Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?

\_Are non-slip safety feet provided on each metal or rung ladder, and are ladder rungs and steps free of grease and oil?

\_Are employees prohibited from placing a ladder in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded?

\_Are employees prohibited from placing ladders on boxes, barrels, or other unstable bases to obtain additional height?

\_Are employees required to face the ladder when ascending or descending?

\_Are employees prohibited from using ladders that are broken, have missing steps, rungs, or cleats, broken side rails, or other faulty equipment?

\_Are employees instructed not to use the top step of ordinary stepladders as a step?

\_Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?

\_Are the rungs of ladders uniformly spaced at 12 inches (30.48 centimeters) center to center?

## **HAND TOOLS AND EQUIPMENT**

\_Are all tools and equipment (both company and employee-owned) used at the workplace in good condition?

\_Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?

\_Are worn or bent wrenches replaced?

\_Are appropriate handles used on files and similar tools?

\_Are employees aware of hazards caused by faulty or improperly used hand tools?

\_Are appropriate safety glasses, face shields, etc., used while using hand tools or

equipment that might produce flying materials or be subject to breakage?

\_Are tool handles wedged tightly into the heads of all tools?

\_Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?

\_Are tools stored in a dry, secure location where they cannot be tampered with?

## **PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT**

\_Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?

\_Are effective guards in place over belts, pulleys, chains and sprockets on equipment?

\_Are portable fans provided with full guards or screens having openings 1/2 inch (1.2700 centimeters) or less?

## **EXIT DOORS**

\_Are doors that are required to serve as exits designed and constructed so that the path of exit travel is obvious and direct?

\_Are windows that could be mistaken for exit doors made inaccessible by means of barriers or railings?

\_Are exit doors able to be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

## **MACHINE GUARDING**

\_Is there training program to instruct employees on safe methods of machine operation?<sup>1</sup>

\_Is there adequate supervision to ensure that employees are following safe machine operating procedures?

\_Is there a regular program of safety inspection of machinery and equipment?

\_Is all machinery and equipment kept clean and properly maintained?

\_Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?

\_Is equipment and machinery securely placed and anchored to prevent tipping or other movement that could result in personal injury?

\_Is there a power shut-off switch within reach of the operator's position at each machine?

\_Can electric power to each machine be locked out for maintenance, repair, or security?

\_Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?

\_Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

\_Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

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<sup>1</sup> Training is in the training manual.

\_Are all emergency stop buttons colored red?

Are all moving chains and gears properly guarded?

\_Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips and sparks?

\_Are machine guards secure and arranged so they do not cause a hazard while in use?

\_If special hand tools are used for placing and removing material; do they protect the operator's hands?

\_Are revolving drums, barrels and containers guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur unless the guard enclosure is in place?

\_Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?

\_Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?

## **LOCKOUT/TAGOUT PROCEDURES**

\_Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting, or setting up operations?

\_If the power disconnect for equipment does not also disconnect the electrical control circuit, are the appropriate electrical enclosures identified and is a means provided to ensure that the control circuit can also be disconnected and locked out?

\_Is the locking out of control circuits instead of locking out main power disconnects prohibited?

\_Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked out for repairs?

\_Are appropriate employees provided with individually keyed personal safety locks?

\_Are employees required to keep personal control of their key(s) while they have safety locks in use?

\_Is it required that only the employee exposed to the hazard can place or remove the safety lock?

\_Is it required that employees check the safety startup after making sure no one is exposed?

\_Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?

\_Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?

\_Are a sufficient number of accident prevention signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?

\_When machine operations, configuration, or size require an operator to leave the control station and part of the machine could move if accidentally activated, is the part required to be separately locked out or blocked?

\_If equipment or lines cannot be shut down, locked out and tagged, is a safe job procedure established and rigidly followed?

## ENVIRONMENTAL CONTROLS

- \_Are all work areas properly illuminated?
- \_Are employees instructed in proper first aid and other emergency procedures?
- \_Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment?
- \_Is employee exposure to chemicals in the workplace kept within acceptable levels?
- \_Can a less harmful method or product be used?
- \_Is the work area ventilation system appropriate for the work performed?
- \_Has there been a determination that noise levels in the facilities are within acceptable levels? (Below 85 dB for 8 hours)
- \_Are steps being taken to use engineering controls to reduce excessive noise levels?
- \_Are caution labels and signs used to warn of hazardous substances?
- \_Are engineering controls examined and maintained or replaced on a scheduled basis?
- \_Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- \_Are all local exhaust ventilation systems designed to provide sufficient airflow and volume for the application, and are ducts not plugged and belts not slipping?
- \_Is PPE provided used and maintained wherever required?
- \_Is all water provided for drinking, washing and cooking potable?

\_Are all outlets for water that is not suitable for drinking clearly identified?

\_Are employees instructed in the proper manner for lifting heavy objects?

\_Are flammable or toxic chemicals kept in closed containers when not in use?

## FLAMMABLE AND COMBUSTIBLE MATERIALS

\_Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and promptly removed from the worksite?

\_Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?

\_Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?

\_Are fire extinguishers selected and provided for the types of materials in the areas where they are to be used?

- Class A - Ordinary combustible material fires.
- Class B - Flammable liquid, gas or grease fires.
- Class C - Energized-electrical equipment fires.

\_Are appropriate fire extinguishers mounted within 75 feet (22.86 meters) of outside areas containing flammable liquids and within 10 feet (3.048 meters) of any inside storage area for such materials?

\_Are extinguishers free from obstructions or blockage?

\_Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?

\_Are all extinguishers fully charged and in their designated places?

\_Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment?

\_Are safety cans used for dispensing flammable or combustible liquids at the point of use?

\_Are rules enforced in areas involving storage and use of hazardous materials?

## **HAZARDOUS CHEMICAL EXPOSURE**

\_Are employees aware of the potential hazards and trained in safe handling practices for situations involving various chemicals stored or used in the workplace?

\_Is employee exposure to chemicals kept within acceptable levels?

\_Are eyewash fountains and safety showers provided in areas where corrosive chemicals are handled?

\_Are all containers, labeled as to their contents, e.g., "CAUSTICS"?

\_Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?

\_Are all chemicals kept in closed containers when not in use?

\_Are standard operating procedures established and are they being followed when cleaning up chemical spills?

\_Are employees prohibited from eating in areas where hazardous chemicals are present?

\_Is PPE used and maintained whenever necessary?

\_Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents, or mists that may be generated in your workplace?

\_Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?

\_Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?

\_Have you considered having an industrial hygienist or environmental health specialist evaluate your operation?

## **HAZARDOUS SUBSTANCES COMMUNICATION**

\_Is there a list of hazardous substances used in your workplace and an SDS readily available for each hazardous substance used?

\_Is there a written hazard communication program dealing with SDSs, labeling and employee training?

\_Is there an employee training program for hazardous substances that includes:

- ⦿ An explanation of what an SDS is and how to use and obtain one;
- ⦿ SDS contents for each hazardous substance or class of substances;
- ⦿ Explanation of "A Right to Know";
- ⦿ Identification of where an employee can see the written hazard communication program;
- ⦿ Location of physical and health hazards in particular work areas and

the specific protective measures to be used

- Details of the hazard communication program.

## ELECTRICAL

\_Are all employees required to report any obvious hazard to life or property in connection with electrical equipment or lines as soon as possible?

\_When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out or tagged, whenever possible?

\_Are portable electrical tools and equipment grounded or of the double insulated type?

\_Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?

\_Do extension cords have a grounding conductor?

\_Are multiple plug adaptors prohibited?

\_Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

\_Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

\_Are flexible cords and cables free of splices or taps?

\_Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?

\_Are all cord, cable and raceway connections intact and secure?

\_Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

\_Are disconnecting means always opened before fuses are replaced?

\_Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?

\_Are all electrical raceways and enclosures securely fastened in place?

\_Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

\_Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?

\_Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?

\_Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?

\_Is low voltage protection provided in the control device of motors driving machines or equipment that could cause injury from inadvertent starting?

\_Are employees who regularly work on or around energized electrical equipment or lines instructed in cardiopulmonary resuscitation (CPR)?

## **NOISE**

\_Are there areas in the workplace where continuous noise levels exceed 85 decibels?

\_Is there an ongoing preventive health program to educate employees in safe levels of noise, exposures, effects of noise on their health and the use of protection?

\_Have work areas where noise levels make voice communication between employees difficult been identified and posted?

\_Are noise levels measured with a sound level meter or an octave band analyzer and are records being kept?

\_Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to be infeasible, are administrative controls (i.e., worker rotation) being used to minimize individual employee exposure to noise?

\_Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?

\_Have you tried isolating noisy machinery from the rest of your operation?

\_If you use ear protectors, are employees properly fitted and instructed in their use?

\_Are employees in high noise areas given periodic audiometric testing?

## **MATERIALS HANDLING**

\_Is there safe clearance for equipment through aisles and doorways?

\_Are aisle ways permanently marked and kept clear to allow unhindered passage?

\_Are motorized vehicles and mechanized equipment inspected daily or prior to use?

\_Are vehicles shut off and brakes set prior to loading or unloading?

\_Are trucks and trailers secured from movement during loading and unloading operations?

\_Are hand trucks maintained in safe operating condition?

\_Are pallets usually inspected before being loaded or moved?

\_Are SDSs available to employees handling hazardous substances?

## **TRANSPORTING EMPLOYEES AND MATERIALS**

\_Do employees who operate vehicles on public thoroughfares have valid operator's licenses?

\_Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals, and are they in good repair?

\_Are employee transport vehicles equipped at all times with at least two reflective-type flares?

\_Is a fully charged fire extinguisher, in good condition, with at least a 4 B/C rating maintained in each vehicle?

\_When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place?

\_Are employees prohibited from riding on top of any load that could shift, topple